



DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service

Albuquerque Area Indian Health Service
5300 Homestead Road, N.E.
Albuquerque, New Mexico 87110

DHR-AN-01-06

DATE: July 30, 2001

TO: Division Directors, AAIHS, NAIHS
Chief Executive Officers, AAIHS, NAIHS
Attention: All Supervisors

FROM: Acting Director, Division of Human Resources
Albuquerque Area Indian Health Service

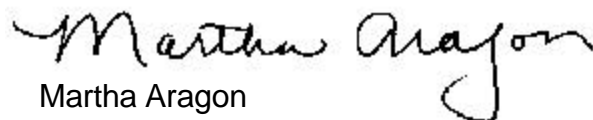
SUBJECT: Guidance on Notification of AWOL Status

This memorandum serves as an annual reminder to supervisors on how to properly notify an employee that he/she has been charged absent without leave (AWOL).

AWOL is a nonpay status for any absence from duty not authorized by the proper leave-approving official. AWOL should be charged anytime an employee is absent from the work site without permission, or absent from duty without some form of approved leave (i.e., sick, annual, or leave without pay). Normally, such leave must have been approved in advance of the absence. In the case of an emergency, a satisfactory explanation for the absence must be provided to the supervisor as soon as possible upon return to duty. Any charge of annual sick, or leave without pay must be requested by the employee and cannot be charged to an employee without their consent. For example, an employee who reports to duty late may not be charged annual leave or leave without pay unless they agree to such charge. If they do not agree to a charge of leave, AWOL should be charged for the absence.

An application for leave, SF-71, must be completed for each charge of annual, sick, or leave without pay. However, an SF-71 must never be completed for a charge of AWOL. Attached is a form to be used each time an employee is charged AWOL. This form must be given to the employee as soon as possible after their return to duty. A copy of the form, with the signature of the employee verifying receipt of the form, must be kept with the employee's administrative leave record. A copy of the form must not be submitted to the Division of Human Resources unless you intend to pursue some form of disciplinary action as a result of the AWOL. It is important that it be made very clear to the employee that charges of AWOL are not in themselves discipline. However, AWOL may form the basis for disciplinary action.

A copy of this form is available on-line at the Division of Human Resources website www2.ihs.gov/aaodhr. If you have any questions, please contact Vince Lujan, Ernestine Overfield, Division of Human Resources, at (505) 248-4510, or your local HR Office.


Martha Aragon

Attachment



DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service

MEMORANDUM

DATE:

TO:

FROM:

SUBJECT: Absence Without Leave (AWOL)

This is notice that your absence on (date) of (#) hours from (time) a.m. / p.m. through (time) a.m./p.m., has been charged as AWOL, and has been recorded as such on your Time and Attendance Report.

This charge of AWOL is not a disciplinary action. However, any absence from duty without approved leave may be cause for disciplinary action to be taken. Such action may include a letter of reprimand, suspension, and even removal from the Federal Service.

Supervisor's name
Supervisor's title

cc: Receipt Copy

I, _____, hereby acknowledge receipt of this letter on _____.
(signature) (date)